Thank You for Considering Albemarle County

Albemarle County is one of the most desirable locations in Virginia and in the nation, with an excellent school system, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historic and recreational amenities in a beautiful setting. Our community is energized by entrepreneurship and invention fueled by the University of Virginia, one of the country’s most renowned research institutions. Our focus on innovation, ideas and opportunity make Albemarle an ideal place to live, work and play.

The County enjoys a strong economy, a healthy business presence, a school system, a thriving local arts, music and culture scene, and parks and greenways that celebrate the County’s pastoral setting. The County’s wide variety of educational opportunities include a public-school system that has earned the VIP Governor’s Award for Educational Excellence, two of Virginia’s four charter schools, and higher education facilities such as the University of Virginia and Piedmont Virginia Community College.

Albemarle embraces its vibrant local arts and agritourism scene, hosting the Crozet Music Festival each year, as well as showcasing its artisan breweries, wineries, and craft studios through the Monticello Artisan Trail. Shenandoah National Park and the Blue Ridge Parkway touch the western frontier of the County, and Albemarle itself possesses over 4000 acres within its parks system. This guide will highlight some of the important information that you will need in considering your move to Albemarle County.

Welcome home.
Director of Community Development: Executive Summary

The County Director of Community Development (CDD) is a senior level professional position in the County Executive form of government. The Director of Community Development Department provides community and executive leadership, advice, and consultation that will significantly impact the operations of the County and Commonwealth of Virginia as a whole. The successful candidate will join a successful mid-size local government agency. The Community Development Director will carry out the collective vision of the department:

- Expand our knowledge of the best and most effective practices,
- Educate and engage the community,
- Guide an evolution of the County’s people, economy, and quality of life into an ever-brighter future.

The Director Supervises:
- Administration/Central Operations
- GIS
- Planning
- Zoning
- Current Development
- Inspections

In addition, the Director is responsible for:

- All actions of the CDD and assuring actions are consistent with the County’s values and business operating principles;
- Serving as a County representative on various boards, commissions and committees as appointed by the County Executive or Board of Supervisors;
- Advising the County Executive, Deputy County Executive, Board of Supervisors and other County officials on all matters related to the work of the CDD;
- Assuring proper administration of County Code and policies in keeping with the purpose of the Community Development Department;
- Instituting CDD work priorities including making work assignments necessary to carry out such priorities, in addition to performing normal administrative/supervisory functions relative to operational activities and personnel;
- Developing and implementing a yearly work program supporting the performance objectives of the Department in alignment with the goals of the County government and in furtherance of the department’s strategic plan and performance results;
- Preparing annual budget request for the Community Development Department in keeping with guidance and direction provided by the County Executive;
- Communicating department’s work efforts to Board of Supervisors, County Executive’s office, other County departments and community at large;
- Developing and supporting strong cross-team and interdepartmental collaboration;
- Identifying high-potential employees with a focus on building skills, increased responsibilities and stretch assignments; develops and implements succession planning initiatives to cultivate emerging leaders;
- Promoting cultural understanding and competency and an organizational climate of equity and inclusion;
- Advising public and private bodies on new or contemplated new plans, projects or programs, prepares speeches, articles, reports and other presentations dealing with the planned development of the community.

Top Qualities

The ideal candidate will be:
- a communicator who listens, empathizes, and connects.
- a character builder whose values are trustworthiness, respect, and integrity.
- a facilitator who builds strong, lasting relationships.
- a culture builder who communicates and models a strong viable vision.
Attributes

- Integrity, trustworthiness, patience; someone who is supportive and a good listener to staff who can also encourage team-work.

- The ability to lead the department, be candid with staff, make them feel involved and that their voices are being heard.

- The ability to act as a liaison between the Board of Supervisors, County Executive.

- A visionary who is willing to challenge the status-quo when necessary to encourage change and growth, while also listening and responding to feedback.

- A leader for the shared vision for the department, unifying staff behind it and moving forward with realizing that vision.

- Being open-minded and receptive to new ideas; collaborative, adaptable and progressive.

- The willingness to understand how the department is organized, the interests of the community, and planning processes as a whole.

- Appreciate and preserve the rural/natural areas of the County.

- Excellent writing, verbal and communication skills overall.

Compensation and Benefits

Full salary range $91,009-$148,555 dependent upon candidate education and experience. Excellent benefits package including: vacation and sick leave, health insurance option and Virginia Retirement options.

Knowledge, Skills and Abilities

Thorough understanding of the roles of county governments in implementation of Virginia laws, with a demonstrated understanding of Dillon Rule limitations. Must be very knowledgeable of the market forces and interests with the development community. Strong leadership skills while working in an organization committed to team building and cross-departmental efforts. Experience with the High Performing Organization framework preferred, but not required if experienced with other performance management systems. General knowledge of the principles and practices of building, planning, engineering and zoning as applied in local government settings. Effective exercise of professional judgment is required. Strong verbal and written communication skills are essential, especially as related to public speaking and preparing reports and studies for the County Board of Supervisors and public. Ability to deal with sensitive and sometimes adverse situations using tact and diplomacy.

Education & Experience

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major work in architecture, engineering, urban planning, or similar field of study related to property development. Strongly prefer education be supplemented by a master’s degree in public administration, business administration, or similar professional development training with an emphasis on leadership and management skills. Minimum of ten years related experience, including supervisory with demonstrated skills at leadership and team building. Demonstrated experience is public engagement and working in collaboration with others is also required.

SPECIAL REQUIREMENTS: Possession of a valid driver’s license issued by the Commonwealth of Virginia.

Physical Conditions and Nature of Work Contacts

Work is typically performed in an office setting. Frequent movement among offices and some lifting of light objects is required. Occasional visits to construction locations, traversing uneven terrain and
obstructions may be required. Frequent and regular contact is made with local government senior officials, commissions and boards. Regular contact with citizens, community business groups and the media are necessary.

About Community Development

The Department of Community Development (CDD) mission is to create a vision for the future of Albemarle County through a proactive community planning effort that involves all stakeholders in a consensus building process and ensures that all new development reflects the community’s vision. Community Development strives to achieve a future community of quality development, protected natural resources, vital business activity, and livable, walkable neighborhoods.

Application & Selection Process

Submittal of cover letter, resume and County application is required. All applications will be processed through Albemarle County’s online application system at www.albemarle.org/jobs. Please be advised that faxed and mailed applications will not be considered. Equal Employment Opportunity: Hiring for Albemarle County shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status, or disability unless otherwise permitted by County policy or applicable law. Applicants hired by the County must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.

Community Development Vision & Outcomes

Vision

We are the union of the community’s ambitions and the Board of Supervisors’ vision as stewards in a changing world. We use and expand our knowledge of the best and most effective practices to educate and engage the community, guiding an evolution of the County’s people, economy, and quality of life into an ever-brighter future.

The Community Development Department commits to . . .

- Evolve with the community as an exemplary organization united.
- Enable those inside and outside the department to work together constructively to achieve action and results.
- Cultivate a workplace that values and supports our people to achieve, advance, and thrive.

Employee Development

Revamp hiring, evaluation, and compensation practices to entice diverse, talented, community-minded individuals and to retain skilled, productive and engaged employees, and establish a program that fosters employee growth and personal and professional development to empower their passion for their work, effective decision-making, and the provision of superior customer service.

Business Processes & Technology

Develop and implement a plan for process improvement, technology, and integration that provides clear, well defined, organized, accessible information that evolves over time to meet the community’s [and organization’s] needs.

Cultivate a diverse and inclusive workplace where everyone is empowered and supported in taking risks, has a sense of belonging, and a strong work/life harmony is valued.

Workplace Culture

Cultivate a diverse and inclusive workplace that builds trust among all employees, where everyone is empowered and supported in taking risks, has a sense of belonging, and a strong work/life harmony is valued.

Work Structure

Examine and structure the organization to better align people and task with needed outcomes so that we end up with an organization that supports the need and the level of freedom they desire.
LOVE WHERE YOU WORK
The County government, with an annual budget of over $428 million planned in FY 2019, prides itself in sustaining responsive and accessible services to its citizens, while emphasizing professionalism and efficiency. Albemarle County is recognized for quality services and innovative programs while still maintaining a comparatively low tax rate. The County government takes pride in being One Organization Committed to Excellence, valuing partnership and teamwork opportunities.

One Organization Committed to Excellence
The idea of One Organization, Committed to Excellence is meant to foster a sense of community throughout the organization. It underscores that we are all working together toward the betterment of our community; through sharing of knowledge and resources, collaboration with our colleagues, and working with our community partners and neighboring localities. Albemarle County is committed to a High Performing Organization model. We value creativity, learning, and innovation.

Leadership at all levels
Leadership at all levels encourages staff involvement, collaboration, and accountability. Everyone is encouraged to show leadership by looking beyond their individual role to see how their work impacts the broader organization, taking ownership of areas for improvement, thinking about the future, linking with others to address cross-departmental issues, and staying on the cutting edge, professionally.

Public Service
Albemarle County employees are passionate about and feel rewarded by their role in helping to build and support their community. Our employees are customer service oriented to all customers, both internal and external, and the appreciation from the community for the delivery of service is gratifying.

MISSION
To enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

CORE VALUES
• Integrity: We value our customers and co-workers by always providing honest and fair treatment.
• Innovation: We embrace creativity and positive change.
• Stewardship: We honor our role as stewards of the public trust by managing our natural, human and financial resources respectfully and responsibly.
• Learning: We encourage and support lifelong learning and personal and professional growth.